

ACTIVE EMPLOYEE PRESCRIPTION DRUG ADVANCE PURCHASE POLICY

Travel in the United States

Since the State of Kansas is using the Caremark Pharmacy network, participants traveling within the U.S. are not eligible for an advance purchase. Plan members may use their drug card at any Caremark network pharmacy throughout the country. For more information on the current refill policy for prescription drugs, please review the benefit description available at:

<http://www.khpa.ks.gov/SEHBP/BenDescr2008/CaremarkBenefitDescription.pdf>

Travel Outside of the United States

1. Travel or work outside the U.S. for a period of sixty (60) days or less:

Active employee participants leaving the country for a short period of time (60 days or less), may call the toll-free number on the back of their card to arrange for a vacation supply of medications. Caremark may enter up to 30 days on an original fill for both non-controlled and controlled meds or a 60 day override on refills of medications as allowed by the benefit description. The participant will be billed the applicable coinsurance or copayment for the quantity purchased. (Advance planning time required -- 2-5 days)

2. Work outside the U.S. for a period of sixty (60) days or longer (but not to exceed one (1) year):

This policy and its provisions apply only to active employees covered under the State of Kansas health plan. When a plan participant will be outside the country for a longer period of time, there are two options available:

a. Advance purchase through drug plan:

The plan participant must work with the agency's personnel/benefits office to arrange for advance purchase of maintenance medications required during a stay outside the U.S. The Advance Purchase Form certifying that health coverage will be maintained during the entire period of the extended absence must be signed by both the member and the Agency. An Advance Purchase Form must be submitted to Health Benefits **at least fifteen (15) days prior to departure date**. The Agency will be notified when the Advance Purchase Form has been processed and the dates the medication will be available to be pick up. Generally the medication will be available for purchase one week in advance of the departure date. The following requirements apply:

- (1) The Advance Purchase form must be completed stating that coverage will be maintained via payroll deductions during the term overseas. The form also requires information on destination and duration of stay. The Advance Purchase form signed by the member and the agency representative acknowledges Health Benefit's right to recovery from the agency and/ or employee the cost of the medications if coverage is not maintained.
- (2) The name of each medication, strength and prescribing doctor being requested must be on the Advance Purchase form. For each medication, provide the name of pharmacy where medication will be filled. Participant will be responsible for the applicable coinsurance percentage on the cost of the quantity of drug dispensed. **Reminder:** medication can only be dispensed for the period of time allowed by the prescription written by the provider. For extended periods, the participant may need a new prescription. Advance purchases are available for period up to one (1) year.
- (3) Benefits available for emergency prescriptions purchased outside the country will be limited to those drugs which would have been covered had they been purchased within the U.S. Documentation of the purchase must be translated into English along with the exchange rate on the date of service and be submitted to the **Health Benefits office** on a paper form with a statement indicating their purchase and use while outside of the U.S. Membership status will be verified and the claim will be forwarded to Caremark for reimbursement

b. Employee purchases medication(s), then submits claim(s) upon return:

If the participant does not have enough time to file an Advance Purchase Form in advance of their departure, they may pay the full price for their medications, and file a paper claim for reimbursement upon return. The paper claim would need to be filed first to **Health Benefits** along with a letter noting the reason for purchasing such a large quantity of medications at one time. Membership status will be verified and the claim will be forwarded to Caremark for reimbursement.